



# **SANTHIGIRI COLLEGE OF COMPUTER SCIENCES**

Affiliated to M.G. University, Approved by AICTE and Accredited by NAAC



## **HR Policy**

# SANTHIGIRI COLLEGE OF COMPUTER SCIENCES

VAZHITHALA, THODUPUZHA 685 583

## HUMAN RESOURCE POLICY

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## 1. THE LEGACY

Success and meritocracy of learning establishments owes much to the past credentials. Santhigiri college flashes back to Santhigiri Rehabilitation Institute, established in 1988, to focus on the major policy issues concerning persons with disabilities. Priority was laid on higher education, since vocational training and corresponding placements were found not conducive. It was under this milieu that Santhigiri College was started in 2002, with the objective that higher education and development of skills, knowledge and attitudes would

play an integral role in the shaping of our students with disabilities and the present society at large. The charmed charity of the CMI Fathers gives Santhigiri College a unique historical environment. Santhigiri College of Computer Sciences is the visual fabrication of our basic objective.

## **2. THE CMI CHARISMA**

St. Kuriakose Elias Chavara, the founder of the CMI (Carmelites of Mary Immaculate) Congregation, is the guiding force of our institution. After his example, we target the integral formation of the human persons for the fulfillment of their individual and social responsibilities. Founded in 1831, our Congregation has a rich tradition and a century long experience in the field of education with its numerous schools, colleges, professional and non-professional educational institutions. Santhigiri College is the verbalization of this CMI charisma.

## **3. PREFACE**

Santhigiri College of Computer Sciences Vazhithala is under the management of the CMI Fathers of Carmel Province Muvattupuzha. The college is affiliated to MG University and approved by AICTE, Delhi. Presently, we have 6 UG programs and 3 PG programs.

We are happy to promulgate the HR Policy Document of Santhigiri College of Computer Sciences which provides the staff of the college with proper guidance and information for the effective implementation of their duties. This valuable document was signed and sealed by the Manager and Principal of the college and has to be kept in the college office.

## **4. OUR VISION**

Awakening to the Future. Awaken this generation to take up the challenges of tomorrow.

## **5. OUR MISSION**

Holistic and Integral development of the individual rooted in faith in God, justice, knowledge and human values.

## **6. CORE VALUES:**

1. Faith in God
2. Commitment
3. Integrity
4. Excellence
5. Social Responsibility

## **7.QUALITY POLICY**

The motto of Santhigiri College is Quality and Excellence. We aim at creating quality standards that will generate excellence at multifarious levels, focusing on the vision and mission of the college. Our Quality policy is exhibited also in the distinctiveness of Santhigiri College

### **7.1. DISTINCTIVE FEATURES OF SANTHIGIRI COLLEGE**

Santhigiri College is proud of its distinctiveness in the rehabilitation programs of Persons with Disabilities (PwD). Today we also admit all applicants with disabilities into the programs of their choice in Santhigiri College, giving them scholarships and free hostel facilities adhering to our pristine vision to corroborate their rehabilitation. Santhigiri college has been running Santhigiri hostel with more than 50 inmates since its inception, meeting its all expenses. A project officer and a CBR worker is full time engaged in these activities. We proudly proclaim that we have "**A Heart for the Handicapped**", thus enthusing social responsibility to our students.

## **8. PLANNING**

### **8.1. Human Resource Planning**

- The Principal, in consultation with the HODs, shall assess the staff requirements as and when a staff leaves the college or new programs start.
- The Principal consults the Manager regarding the details of the present staff and the future needs.
- The teacher-student ratio shall be as per the norms prescribed by the university.
- Advertisement will be given in the newspaper and on relevant social media.

The Principal, in consultation with the Manager, will appoint a selection committee for recruitment in each discipline, composed of the Manager, Principal, a representative of the management, HOD and a subject expert.

#### **8.1.1. Staff Selection**

- The job description and job specification for the candidate to be recruited shall be prepared by the selection committee.
- The committee shall scrutinize the applications received and eligible candidates shall be invited to undergo the recruitment processes
- On the scheduled day, the candidate shall conduct a demonstration class on any subject of their choice in front of the selection committee.
- The shortlisted candidates shall appear for the interview.
- The selection committee will then create the ranking list of the candidates.
- The Manager/Principal communicates with the selected candidates, discusses the terms and conditions and obtains their confirmation.
- An appointment letter signed by the Manager shall be given to the selected candidate.

### **8.1.2. Orientation Program**

- The newly selected staff shall be given a brief introduction about the college and the code of conduct of the staff promulgated by the management will be detailed by the Principal on the day of his/her joining.
- The principal should introduce him/ her to the head of the department.
- The HOD shall give a brief introduction of the department and shall introduce the new staff to all the teaching staff of his team.
- He will also take him/her on a tour of the campus, explaining the various codes of conduct observed in availing the facilities in the college.
- The HOD will also ensure all the registration formalities, including submission of joining documents like the copy Aadhaar, bank account details, user Id for internet access facility, Identity card application etc.
- The HOD will assign the subjects allotted by the Principal to the new faculty members immediately.

## **8.2. SALARIES, INCENTIVES**

### **8.2.1. POSITIONS AND PAY SCALES**

- The college will have the following positions of hierarchy in the teaching departments: Principal, Professors, Associate Professors, and Assistant Professors.
- HODs appointment should be decided by the Management.
- The college office will have the following positions of hierarchy in the administrative department: Office Superintendent, Accountant, Clerk, office supporting staff and office assistants.
- The scales of pay for various teaching and non-teaching positions will vary according to their positions, years of experience and skills.

- At present a fresher with no experience of teaching is given Rs.15500 during the first year of probation. This is subject to revision at periodic intervals.

### **8.3. BENEFITS TO FACULTY AND NON-TEACHING STAFF MEMBERS**

- a. Employee's Provident Fund
- b. ESI
- c. Management provides free bus facilities to all the staff members.
- d. Preference given to employees' children in admission, scholarship and concession in tuition fees
- e. Incentive for faculties with Ph.D
- f. Interest Free Loan in Emergency Situations
- g. Festivals Kits & Financial Incentives
- h. Annual staff outing
- i. Birthday celebrations of staff

### **8.4. INCENTIVES FOR PUBLICATION**

**Consultancy Projects:** Incentive will be given to those who are willing to do consultancy project from an industrial/research organization

- The management will pay the registration fee for publication of Papers in National level conference
- The management will pay registration fee for Publication of Papers in International level conference
- The management will pay Rs. 2000 for one full paper in referred journals. The management will pay Rs. 1000 for one full paper in other journals.

### **8.5. YEARLY INCREMENTS**

- Increments shall be given to the staff members based on their contributions and results achieved in the University Examinations and based on their performance.
- A common increment of Rs. 1000 for teaching staff and Rs.500 for non-teaching staff per year is customary.



- Increment on the basis of appraisal system evaluation by the College Management

## **8.6. INCENTIVES AND REWARDS**

Staff members may be given the following incentives and rewards, based on their performance, contribution and years of service at the institution.

- Suitable incentives for producing 100% results in a theory paper.
- BEST TEACHER AWARD from the Management

## **8.7. LEAVE**

### **8.7.1. Casual Leave (CL):**

- Staff members are permitted to take 12 days of casual leave per year.

### **8.7.2. Sick leave**

- They are also eligible for 3 sick leaves per year.

### **8.7.3. Other Leaves/ Holidays**

- Sundays, second Saturdays and other holidays announced by the college shall be holidays for all non-teaching staff except the security guards.
- Holidays declared by the Government with special mention of professional colleges will be holidays for both the students and the faculty.
- The management may arrange compensatory working days in some special cases.
- The management may not conduct classes on a working day or declare a holiday as a working day in certain circumstances.

### **8.7.4. Permission:**

- Permission for leave of absence shall be obtained in advance from the Principal. You should first request the Principal verbally for leave and it is his discretion to sanction the leave or not. You are then requested to apply for leave through the EMBASE to the Principal.

## **9. DISCIPLINE AND GRIEVANCE REDRESSAL PROCEDURE**

### **9.2. DISCIPLINARY PROCEDURE**

- A faculty member who violates the code of conduct defined for teachers of Santhigiri college in the following pages of this manual will be subjected to appropriate disciplinary action by the management.
- If a teacher commits an act of misconduct by violating the code of conduct, anyone can report it in writing to the principal or manager.
- The Principal shall make a preliminary enquiry on the matter, by summoning the accused asking for explanations.
- If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- The Principal shall report the proceedings regularly to the Manager.

### **9.2. GRIEVANCE PROCEDURE**

- The Principal shall constitute a Grievance redressal committee to redress the grievances of the students, teaching and non-teaching staff.
- If any student, teaching or non-teaching staff has a grievance, he or she should make a representation to the committee.
- The grievances shall be redressed immediately by the committee and by the Manager.
- The committee shall record and maintain the minutes of the meetings.

## **10. CODE OF CONDUCT FOR THE STAFF**

10.1. The working hours at college are from 9.30 a.m. to 4.30 p.m. All are expected to be in the college during these hours.

10.2. Before the classes start, you must put your signature in the staff attendance book/punching machine. The punching time is before 9.25 in the morning and after 4.15 in the afternoon.

10.3. You should go to the class immediately after the first bell. Attendance has to be taken at the start of each period in MBASE. Those without a uniform shall not be permitted to remain in the class. Late comers should not be given attendance, they should enter the class.

10.4. Engage the class till the bell goes.

10.5. As part of creating a serious work culture for the staff and students, the staff members are requested to recreate in the staff room only during the interval times. Other hours are to be used for serious study and class preparation.

10.6. Our medium of instruction is English. All communication in the class and outside among staff and students shall be in English.

10.7. You should have personal knowledge of each of your students and you should take special attention to their academic excellence. Special care should be given to the weaker students.

10.8. Creating discipline in the college is not the sole responsibility of the Principal or Manager. It should be the cooperative effort of all the staff, Principal and Manager. It is your right and duty to pay special attention to the behavior and discipline of the students irrespective of the department.

10.8.1. You should not use mobile phones while taking classes.

10.9. Christian staff members should participate in all the religious activities, like holy masses, retreats etc. and thus motivate the students to be more religious.

10.10. The first year of appointment is a probationary period. You may be asked to discontinue if your performance is not satisfactory after this period of time.

10.11. You must submit the required credentials to the college office on the day of your joining.

10.13. There should be a dress code for the teachers in tune with the dress code we have given to the students. Male teachers should use formal dress.

10.14. Recommended dress code: Blue or black pants with light designed long loose-sleeved shirt inserted, black shoes, black belt. Female teachers should be modest in dressing.

10.15. There shall be a staff training program and a tour every year.

10.16. Staff meeting

- Staff meetings shall be conducted as and when necessary.

10.17. Weekly Status Report

- A weekly status report should be submitted to HOD every Monday.

10.18. Holy Mass and Retreat

- Holy Mass will be celebrated on the first Tuesday of every month at 11.45 am.
- All Christian students and staff must participate in the Holy Mass and class tutors should verify the attendance of Christian students in the chapel.
- A retreat is conducted for both Christians and non-Christians in the college. All the staff and students must participate in these retreats.

10.19. Mentoring

- Mentoring should take place at least once a month.
- If any of the staff members identifies any issues with the students, it is desirable to inform the mentor concerned.

10.20. Cell activities

- The Cell Coordinators, along with other cell members, should plan suitable programs for the academic year and they should inform other staff about all the cell activities, especially the general functions, by notice or mail well in advance.
- Cells create opportunities for the staff to exhibit their talents and innovative thinking.

#### 10.21. Teaching/Notes

- Your classes should be well prepared and prepare the entire syllabus before starting each subject. You should have a lecture note prepared for taking the classes. You should be an expert on your subject.
- Prepare notes before starting each module and send the soft copy to the Principal, HOD and students. The notes on lessons given by you should be prepared after referring to several books. Dictate only points in the class if necessary. Direct reading out from one or more texts in the class is not recommended.
- You may choose any teaching methodology: traditional, using modern audio-visual aids or any other innovative practices. The basic requirement is that the students understand what you teach.
- Your teaching is evaluated based on your regularity, punctuality, content and methodology.

#### 10.22 Resignation

You should not quit college during the academic year/ semester. You may discontinue at the completion of the academic year/semester with one month prior resignation notice. Defaulters may have to pay a penalty.

#### 10.23. General Mandates

- If a faculty finds a student committing any sort of indiscipline, he/she should take immediately suitable action and report the matter to the HOD/Principal, if necessary, as the case may be.
- All the teachers shall attend all the department and college functions and carry out the responsibilities assigned properly.
- Faculties shall not engage themselves in other activities /businesses, which may affect their effective teaching .
- Faculties shall maintain a respectable work conduct in terms of:

Going according to the lesson plan for the day and completing the syllabus on time ( 2 modules before IAE1, 4 modules before IAE2).

If lagging take extra classes and keep pace with the planning.

- Following up assignments and tests given to the students, evaluating on time and giving feedback to the students.

#### **11. ETHICAL STANDARDS FOR FACULTIES**

- Teachers should be role models for students.
  - be committed and dedicated to the teaching profession.
  - have a passion to excel in professional acumen.
  - maintain perfect personal hygiene at all times
  - be clean and tidy in the style of dressing, grooming of hair or in the use of ornaments.
  - never have the habit of chewing, smoking or consumption of alcohol.
  - never discuss unauthentic information with peers, students , parents or other members of the public.
  - listen to students with care and concern on matters related to doubts or personal issues.
  - motivate the students, imparting hope and passion for learning and living.

#### **Staff shall not:**

- use any abusive language towards students, fellow teachers, parents and other members of the public.
- enter into quarrels, fights or any act of disrespectful nature.
- affiliate with any political organization which may cause a conflict of interest between the duties of the teacher and the reputation of the institution.

#### **12. NON-TEACHING STAFF**

- Non-teaching staff is a great treasure of the institution.
- Perform the assigned duties with dedication, sincerity and perfection
  - Behave friendly and respectfully with the guests and parents.

- Avoid making rumors, false stories and damaging comments about the college, staff and students.
- Observe confidentiality, trustworthiness and fidelity in fulfilling all duties, especially in financial matters.

### **12.1. Attitude towards students**

- They shall maintain a warm and good relationship with the students
  - Treat all the students equal irrespective of cast, sex or religion
- Show no partiality to the students based on unjust norms.
- Care for their studies and the growth of their personality.
- Maintain confidentiality in matters of information and disclose such matters only to the Principal, Manager or HOD.
- Be fraternal and friendly with them.
- Never enter into any illegal or corrupt activities with the students
- Don't accept favors from the students to manage their unfair deals.
- Be at the service of the students with care and concern for them and help them in all their needs, especially those related to their studies.
- Practice all the values promulgated by the college in your lives also.

### **12.2. Attitude towards faculty members**

The non-teaching staff have to engage in several activities in close connection with the teaching staff. Healthy teamwork is necessary for the growth of the institution

1. Assist the faculty members in fulfilling their task as teachers and mentors of the students.
2. Maintain a healthy and friendly relationship with the faculty members,

3. Realize that you are the supporting staff of the institution and it is your duty to be at the disposal of the faculty members wherever and whenever it is necessary.
4. Confine yourself to the role assigned to you and shall not interfere in the official duties of the teaching faculty.
5. Those working in the lab shall assist the faculty fully in performing all their technical procedures.

### **12.3. Attitude towards Colleagues**

1. Maintain a warm and friendly relationship with all the colleagues.
2. Avoid loose talk about co-workers.
3. Shall not spread rumors and negatives of colleagues.
4. Promote and appreciate the co-workers at their personal and professional levels.
5. Shall not share the details or information about the co-worker with others without their consent.

### **12.4. Attitude towards management**

1. Maintain respect, loyalty and fidelity towards the management.
2. Perform your assigned duties with perfection, commitment and dedication.
3. Maintain confidentiality about matters related to management
4. Use only the proper channels for performing your duties.
5. Shall not share with others, especially public matters related to your official duties.
6. Shall not enter into any corrupt practices for the benefit of money.
7. Refrain from negative comments and criticism of the management.



8. Be an honest and trustworthy employee of the college.

9. Observe all the rules and regulations of the college

10. Be a model to the colleagues and students.

### **13. PERFORMANCE APPRIASAL**

The basic objective of performance appraisal is to evaluate the performance outcome of the staff. It creates a venue for mutual dialogue and creates a space for improvement of the employees at all levels.

Performance appraisal is conducted at two levels:

1. Self performance appraisal

**2.** External performance appraisal conducted by the management/Principal

2.1. Collecting feedback from the teaching and non-teaching staff from the students by the Principal

2.2. Peer feedback

2.3. Feedback from the PTA

In all cases, the feedback will be summarized and the results will be communicated to relevant persons. Feedback is a very effective tool for improvement at the personal and professional levels.

### **14. DECENTRALIZATION IN WORKING**

#### **14.1. Principal**

- shall give direction for programs based on the vision and mission of the institution
- shall analyze and monitor the attainment of program outcomes by departments
- shall implement those suggestions made by the Governing Body and College Council
- shall approve the Annual Academic Calendar at Institution Level
- shall approve the program budget on an annual basis
- shall evaluate department activities through weekly HOD meetings
- shall summon a department faculty meeting if required

- shall conduct an annual performance appraisal of teaching and non-teaching staff
- shall conduct students' feedback and share the results with the teachers
- shall review complaints and suggestions and monitor corrective actions' implementation
- shall take steps to sign MoUs with other colleges, industries and other organizations
- shall approve monitor co-curricular activities of the institution
- shall execute staff welfare measures
- shall maintain proper contact with the University and AICTE
- shall promote and approve proposals of projects to various funding agencies
- shall take measures to identify and fulfill the human resource requirements of the institution
- shall identify, plan and monitor all academic activities and growth initiatives with due consultation and permission of the Manager.
- shall establish a perfect Eco-friendly campus with the motto "Go Green -Go with Nature.
- shall promote and ensure the distinctiveness of Santhigiri College by caring and catering for students with disabilities.

#### 14.2. **HOD**

- 2.1 HOD shall coordinate all the activities of the Department. He should ensure team work and discipline among the staff.
- 2.2 He shall prepare Department calendar and a time table well in advance in consultation with the Principal. If any change in normal time schedule occurs the same should be intimated to the staff through notice or mail. Permission from the Principal has to be obtained for all major changes in the time schedule.
- 2.3 He shall monitor all the duties of staff in his department and, if there are deficiencies, correct them.
- 2.4 conduct department meetings on all Tuesdays and submit

Department Diary on all Fridays to the Principal.

- 2.5 HOD should regularly discuss all matters of the Department and the status of each class with the Principal.
- 2.6 Submit faculty diary of all the teachers on all Mondays and Course File on the prescribed dates to the Principal .
- 2.7 Verify the notes submitted by staff and monitor the time schedule of the syllabus coverage.
- 2.8 Ensure the preparation of a progress report of the students and conduct parents' meetings on prescribed dates.
- 2.9 organize seminars, workshops, symposiums and international conferences
- 2.10 Arrange special coaching for weaker students
- 2.11 HOD should be a model to the other staff in all matters related to teaching and in the observance of staff rules and regulations.

### **14.3. CLASS TUTORS**

- 3.1 Know your students personally – names, family background, behavior etc.
- 3.2 Closely follow the academic progress, discipline and conduct of each student. Suggest ways and means for improvement, involve their parents if necessary.
- 3.3 If a student indulges in a serious interdisciplinary activity, his/her parents should be informed of the same on the same day and the same has to be communicated to HOD and Principal.
- 3.4 Keep the details of students in the students' register and update it regularly.
- 3.5 Prepare a lesson plan and get the approval of HOD well before commencement of classes
- 3.6 Prepare lecture notes, PPTs, video lectures etc. for subjects allotted.
- 3.7 Prepare course file and keep it updated and submit the same on the prescribed dates.

- 3.8 Prepare at least one topic as “ beyond syllabus” and deliver it.
- 3.9 Prepare question papers for the internal tests and model examinations within stipulated time
- 3.10 Value the answer papers and distribute the same to the students within the scheduled dates.
- 3.11 Publish the attendance of the students on the last day of the month.
- 3.12 Upload into MBASE lecture notes, PPTs, video lectures etc. related to the subject allotted, previous university question papers, test marks and attendance
- 3.13 Hard copy of University mark list should be taken by the current class tutor.
- 3.14 Maintain regular communication of all the matters/programs related to the class with HOD and other staff who are taking classes in that division.
- 3.15 When university results are published, the top ranked student shall be given a prize by the the principal in consultation with the HOD.
- 3.16 Maintain a student-friendly atmosphere in your class.

3.17 **Handbook**

The handbook should be prepared and displayed before the commencement of the semester. Send the same to other staff who are taking classes

**3.18 Internal Marks**

- All teachers shall keep records of the attendance, IAE marks, assignments, seminar marks etc of your students and prepare internal marks using those documents kept with you.
- Internal marks are to be collected by the class tutors from the teachers immediately after the publishing of results and the same should be consolidated and given to the office for preparation of a progress report.
- Publish the internal marks immediately after the second internal exam with available marks of assignments, seminars

and attendance.

- Publish the final internal marks before the university examination after presenting the same to the Principal and accepting written grievances about internal marks from students.
- If the grievance is valid, make necessary arrangements to update the internal marks and inform the students.
- Thereafter, prepare the consolidated mark sheet in consultation with HOD to be sent to University and the printed copy should be submitted to the Principal.
- Hard copy of the handbook, hard copy of published internal mark, copies of grievances, if any, and hard copy of consolidated mark sheet should be submitted to Grievance Redressal Cell and Anti ragging Cell if requested.
- Copy of Handbook and Internal marks should be kept in the department folder also.
- Send internal marks to office mail id.

#### **14.4. SYSTEM ADMINISTRATOR**

- Maintain a stock register of all items in the lab and update the same against new purchases.
- Identify the purchase requirements of the lab and communicate the same to the Administrator and Principal.
- Collect quotations and prepare comparative statements.
- Recommendation to the Administrator based on the comparative statements.
- Prepare purchase orders and forward the same through the the Administrator
- Verify the items received from the suppliers.
- Maintain the computers and other equipment in the lab meticulously and ensure that they are working properly.

#### **14.5. EXAMINATION CELL COORDINATOR**

shall plan, announce and monitor the dates of IAEs, model examinations, preparation and printing of question papers, publication of results, submission of A2 and B2 Forms, uploading them on the university portal etc.

#### **14.6. LIBRARIAN**

- Shall take care of the overall Library Administration
- Shall ensure the observance of library rules and regulations by the students and staff
- shall maintain an atmosphere of perfect silence and a studious aura in the library
- shall carefully monitor the borrowing and return of books from the library by the staff and students, and collect fines for overdue books.
- shall recall any book on loan and cancel any reservation at any time.
- shall not issue reference books, journals, magazines and student dissertations to students for outside reference
- shall forfeit the privileges of membership of the library upon any infringement of the library rules
- shall take steps to foster reading habits among the students
- shall take steps to purchase new books and journals as and when necessary and renew subscriptions on time.
- shall keep the library clean and in perfect order.
- shall maintain and renew Library Management System KOHA ERP on the due date
- shall collect the requirements of student textbooks from faculty members, procure and issue the same

- shall maintain soft/hard copies of project reports of students

#### **14.7. Administrative Staff**

- The administrative staff must be present in the office from 9:00 AM to 5:00 PM.
- They should work sincerely for the effective administration of the institution and their behavior should be polite and pleasing towards students and teachers.

#### **14.8. Non-Teaching Staff**

shall maintain:

- loyalty to the college by punctuality and reliability in performing all duties.
- proper interactions and professional boundaries with students and staff.
- dignity by treating students with care and kindness.
- responsibility by meeting the required standards for every assigned task.
- mutual respect, trust and confidentiality
- respect for the hierarchy in the Administration.
- adherence strictly to the official resumption/ closing time and must dress decently and appropriately.
- the rule of not entrusting unauthorized persons to perform your official duties.

### **15. SEMINARS / WORKSHOPS**

- Each Department must organize at least one national or international conference / Seminar / Workshop/ every year
- Faculty development programs during every academic year.
- Every department should conduct at least 2 guest lecturers / special lectures per semester on subjects outside the syllabus

### **16. FINANCIAL SUPPORT FOR ORGANIZING GUEST LECTURE, SYMPOSIUM & CONFERENCE**

Resource persons will be paid an honorarium according to their expertise on the subject, position of the guest speaker, distance of

travel and hours of engagement. It may vary from Rs. 2000 to 10000. Funding for conferences depends on the number of days and the number of participants. It could be from Rs. 2000 to 20000

### **17. FACULTIES' HIGHER EDUCATION**

- Faculty members desirous of doing higher education on a part-time basis shall submit an application to the Manager through the Principal seeking permission for registration.
- The registered member shall be given leave as may be decided by the management based upon the recommendation of the Principal on a case-to-case basis

### **18. INVITED TEACHING/LECTURES**

- The college promotes teachers to accept invited tasks and teaching assignments in other educational institutions, organizations or industries.
- Such faculty members shall request the Principal for permission to accept such invitations.
- Once the approval of the Principal is obtained, the faculty shall conduct the sessions.
- Without the permission of the Principal, the faculty shall not take up assignments in other institutions.

### **19. INCENTIVES FOR STUDENTS**

The College Management announces a number of awards and incentives for students of Santhigiri College.

1. Scholarship for students with disabilities
2. Scholarship for economically weaker students
3. Scholarship for the rank holders and very bright students
4. Scholarship for the Santhigirians doing PG programs.
5. Placement training from Semester one onwards
6. Personality development programs and skill development sessions every semester



7. Opportunity to participate in the activities of several cells and clubs
8. Gymnasium
9. Facilities for games in the indoor stadium.
10. Yoga training programs from the first year onwards
11. Special library hour.
12. Arts & sports day.
13. College day and Department days.
14. Fr. Bede Trophy - Intercollegiate basketball tournament
15. NSS
16. Campus Radio & TV (Santhi Voice & Santhi Vision)
17. Language lab
18. Chavara Chair
19. Community College
20. Incubation Centre
21. Commerce and Management lab.
22. Best Outgoing student Award
23. Best Outgoing Student Award from each Department.
24. Best R & D award for Startups
25. Star of Santhigiri award.
26. Kalthilakam award
27. Kalaprathibha award

#### **19.1.ENDOWMENTS**

1. Dixon Memorial Award for the best MCA outgoing student
2. Greeshma Memorial Award for the best BCA outgoing student
3. Johnson Paul Parakattel Memorial Award for the best outgoing UG and PG Students of the year from Santhigiri College.